



November 8, 2013

Gregory Collett, District Director
US Citizenship and Immigration Services
31 Hopkins Plaza, 1st Floor
Baltimore, Maryland 21201

Attention: Special Ceremony Request

Dear Mr. Collett:

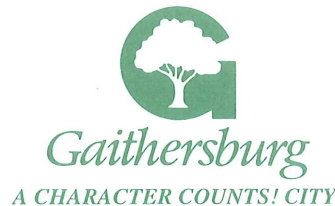
Enclosed please find a letter from the Honorable Sidney Katz, Mayor of the City of Gaithersburg offering our facilities for a naturalization ceremony at the 2014 Celebrate Gaithersburg Day. We have also provided a second-choice date as per your office's recommendation.

Gaithersburg is a diverse city, and we look forward to holding a naturalization ceremony to celebrate that diversity and welcome our country's new citizens.

I will be the contact person for this event. If you have any questions, please feel free to contact me 301-258-6350 X 116 or mpotter@gaitthersburgmd.gov.

Sincerely,

Michele R. Potter
Director of Parks, Recreation, and Culture



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Gregory Collett, District Director
US Citizenship and Immigration Services
31 Hopkins Plaza, 1st Floor
Baltimore, MD 21201

Dear Mr. Collett:

United States citizenship is our most estimable national possession, most reverently conferred in dignified ceremonies and most joyously celebrated by local communities. Our city has a long and treasured history of hosting naturalization ceremonies in recognition and extolment of our diverse population.

This letter is to express our strong desire to continue this tradition, and to offer to host a naturalization ceremony at the opening of our annual Celebrate Gaithersburg Day, a time-honored festival that embraces our city's multiculturalism.

The population of Gaithersburg is 37.5% foreign-born, with 44% of those individuals already naturalized. Our naturalized citizens have been celebrated at this festival for over 30 years. We are proud to welcome our friends and neighbors into the fold of U.S. citizenship, to honor their accomplishments, and to encourage others who have not yet done so to pursue citizenship.

The City of Gaithersburg would like to donate space to the United States Citizenship and Immigration Services (USCIS) for a naturalization ceremony at the opening of Celebrate Gaithersburg Day on Sunday, June 8, 2014. In addition to the venue, the City of Gaithersburg will provide a City staff liaison, sound system, podium, chairs for candidates and family, table and chairs for the DHS-CIS check-in, parking passes, and directional signs. The estimated value of this gift is Five Hundred Dollars (\$500). The ceremony will take place at the City Hall Concert Pavilion, 31 South Summit Avenue, Gaithersburg, Maryland.

If the June 8, 2014 date is unavailable, please consider our second-choice date of Saturday, May 17, 2014, at the fifth annual Gaithersburg Book Festival. This premier literary event would also provide a suitable and celebratory venue for a naturalization ceremony. All above mentioned space and services would be provided, at the same address, and at an equal value.

City of Gaithersburg • 506 South Frederick Avenue, Gaithersburg, Maryland 20877-2325
301-258-6350 • FAX 301-948-8364 • TTY 301-519-2828 • parksrec@gaitthersburgmd.gov • www.gaitthersburgmd.gov

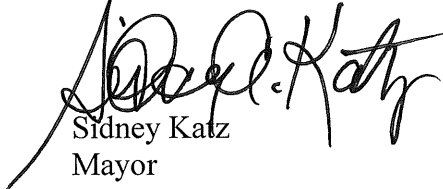
MAYOR
Sidney A. Katz

COUNCIL MEMBERS
Jud Ashman
Cathy C. Drzyzgula
Henry F. Marraffa, Jr.
Michael A. Sesma
Ryan Spiegel

CITY MANAGER
Tony Tomasello

Please note that the City of Gaithersburg does not have any business currently pending before the USCIS and has had no past business and does not expect to have business with the USCIS in the future. The City of Gaithersburg does not have any conditions related or attached to the gift. The City of Gaithersburg will not receive any financial benefit as the result of the gift and/or event. The City of Gaithersburg acknowledges that USCIS officials will control and conduct the naturalization ceremony including any on-site USCIS specific or unique preparations.

Sincerely,

A handwritten signature in black ink, appearing to read "Sidney Katz", written over the printed name and title.

Sidney Katz
Mayor